

## NEW FEDERAL EMPLOYEE SUPERVISOR CHECKLIST

- Ensure MyBiz hierarchy is built correctly – contact HRO for required changes
- Ensure ATAAPS is built (Air – timekeeper / Army – complete New hire ATAAPS Tech Pay Requirements (HRO website Supervisor’s Toolbox))
- Review ATAAPS coding guide with employee
- Initiate systems access requirements
- Work center/bldg. access
- Verify employee emergency contact info
- Review Agency Policies – located on HRO website

Physical Fitness IDNG-47	Dress and Personal Appearance IMD-11
Federal Employee Work Schedule IDNG-34	Personnel Action Processing HR 20-001
Federal Technician Military Leave HR 19-001	Federal Technician Voluntary Leave Donation HR 17-001
Employment Verification Tool HR 13-001	Mass Transportation Fringe Benefit Program HR 12-006
Federal Technician Absence for Military Duty Policy Change HR 11-005	Command-Referred Employee Assistance Program Alcohol Abuse Policy HR 09-005

\*Mass Transit POCs: SFC Eisele (208) 272-4222 / SPC Marta Ortiz (208) 272-4228

- Review internal work center specific policies/SOPs and expectations
- Discuss work schedule/leave expectations
- Discuss conduct expectations – clarify expected work habits and ethics (behavioral competencies)
- Assist employee with access and navigation of eOPF and MyBiz+
- Review Position Description w/employee
- Explain mission and vision of organization
- Set performance expectation via MyBiz+ (w/in 30 days of hire – contact HRO for specific date requirement)
- Set goals and create training/learning development plan (HRO-HRDS can assist)

Remember to:

- Evaluate performance throughout the appraisal cycle
- Provide regular feedback

Ask yourself:

- Is providing an on-the-spot incentive award appropriate?
- Is a demonstration period (w/ help from HRO) appropriate?

\*Utilize the HRO website/Supervisor’s Toolbox for helpful resources.